

Tempe Transportation Center
200 E 5th Street – 2nd Floor – Tempe, AZ 85281
Don Cassano Community Room
Reservation Information / Hold

Today's Date: _____

Reservation Request:

Event Date(s) _____ **Start Time(s)*** _____ **End Time(s)*** _____
*The time must include the time required to set up / tear down and reset the room.

General Information: Have you used our facility in the past? ☐ Yes ☐ No
If not, we recommend you schedule time for a site visit. Please indicate the dates/times you are available: _____

Do you need parking information? ☐ Yes ☐ No

Do you need a list of equipment available for use? ☐ Yes ☐ No

Please mark all that apply:

- ☐ Non-profit ☐ Building Tenant ☐ City of Tempe Employee
☐ Tempe based/Resident ☐ Non-Tempe based/Resident
☐ Community Partner (defined as: Government agencies; entities that have a current intergovernmental agreement with the City of Tempe; or Tenants of the Transportation Center. Note ~ groups cannot apply to be a Community Partner)

Name of Event: _____

Room Selection: ☐ Half-room (10 tables / 20 Conference room chairs)*

☐ Entire Room (20 tables / 40 Conference room chairs)*

*150 plastic stackable chairs are available for use on a first come, first serve basis

General Info: How many attendees? _____ Will food be served? ☐ Yes ☐ No

Company/Organization: _____

Mailing Address: _____

Requestor Name: _____

E-mail Address: _____

Phone: _____

Event Information: Will the attendees be charged a fee to attend the Event? ☐ Yes ☐ No

If yes, please describe intent: ☐ For Profit ☐ Recoup costs (non-profit)

Other Needs / Questions: _____
